

CHECKLIST FOR MAKING APPLICATION FOR INITIAL IDAHO CERTIFICATION

It is the responsibility of the applicant to have **all** required certification materials submitted together **in one packet**. Applicants who carefully prepare their application packets using the following guidelines **will** receive their certificates in the least amount of time. An application **will not** be evaluated until all materials have been received. All materials referred to in this checklist can be found in the August 2004 manual and forms posted at: <http://www.sde.state.id.us/certification/certforms.asp>

A complete packet should consist of these items:

- ☐ **Completed application** for Idaho credential (Appendix [B1](#) in the manual)

NOTE: Applications **must** be submitted with a fingerprint card and the \$40 criminal history check fee. The Idaho credential **will not** be issued until results of a completed Idaho Department of Education criminal history check are received. A card verifying eligibility for certification **will** be issued if the applicant meets **all** academic requirements for certification. Possession of this card **will** allow a person who is academically eligible for certification to pursue employment as an Idaho educator pending results of the criminal history check.
- ☐ **Completed official fingerprint card** Please include fingerprint card and fee with certification packet.

NOTE: In the event you are reading this information from the Internet, please contact the certification office in the State Department of Education for an official fingerprint card at 332-6880.
- ☐ **Payment** (money order or check payable to Idaho Department of Education; **non-refundable**):

\$75 for the credential application
\$40 for the criminal history check (if first-time applicant for an Idaho teaching credential or applying for reinstatement)

NOTE: One check for both fees is acceptable. The \$75 certification fee is valid for only two (2) years. If a certificate is not issued within two (2) years from receipt of the application, a new \$75 fee will be required.
- ☐ **Official** transcripts from all colleges or universities attended. Transcripts that bear a colored "Issued to Student" stamp and/or raised official seal **will** be accepted. Grade reports, faxed material, photocopies or other unofficial transcripts **are not** acceptable for certification purposes. Transcripts **should not** be submitted separately. Placement files **are not** accepted.
- ☐ **Completed Institutional Recommendation** form for teachers **if** applicant has **less than** two years of experience as a certified professional. An institutional recommendation is required of all applicants for Administrator, Pupil Personnel, and/or Exceptional Child certificates. (Turn to the forms in the manual, or click on appropriate form number for a link directly to that form:

Appendices **B2** for applicants of Basic Education, Special Education, and Pupil Personnel Services, **B3** for PRE-K-12 School Principals, **B4** for School Superintendents and **B5** for Directors of Special Education.)

☐ **Completed Professional experience** form if applicant has **two or more** years of experience. If a minimum of two years of experience is verified, an institutional recommendation is unnecessary (except as required above). Professional experience gained while holding a teaching certificate is the **only** experience accepted. Experience gained while student teaching and/or substituting **is not** accepted. (See Appendix **B6** in manual)

☐ **Technology competency** requires an original certificate of completion, a notarized copy of the certificate, or an official letter of completion from an Idaho State Board of Education-approved provider of the Educator Technology Assessment, (see pages 28-32 in the manual).

NOTE: Technology assessments other than those approved by the Idaho State Board of Education **will not** be accepted.

☐ **Official** Praxis II assessment score sheet or notarized copy (see page 108 in the manual).

☐ If you hold a valid certificate from another state, you **may** want to send a **notarized** photocopy of that credential and a written request to endorse it for use in Idaho in the event deficiencies exist for regular Idaho certification. (See **Idaho Interim Certificate** on page 14 in the manual)

The **actual forms** on which to apply for Idaho certification are included in **Appendix B:** Application for an Idaho Initial Professional Education Credential, Institutional Recommendation, and Professional Experience Report. If more than one form is needed, these forms may be reproduced.

Completed application materials need to be mailed to:

TEACHER CERTIFICATION
IDAHO DEPARTMENT OF EDUCATION
P O BOX 83720
BOISE, IDAHO 83720-0027
PHONE: (208) 332-6880 FAX: (208) 334-2094
INTERNET ADDRESS: www.sde.state.id.us/certification